

# NEW EMPLOYEE ORIENTATION CHECKLIST

(To be completed by the Supervisor with Employee)



Employee: \_\_\_\_\_

Department/Division: \_\_\_\_\_

## 1. Work Schedule

- ☐ Hours/Days of Week
- ☐ Overtime/Comp Time
- ☐ Lunch Breaks
- ☐ Work Breaks
- ☐ Other \_\_\_\_\_

## 2. Payroll Information

- ☐ Starting Salary
- ☐ Probation
- ☐ Payperiods and Paychecks
- ☐ Other \_\_\_\_\_

## 3. Who's Who (Introduction if possible)

- ☐ Department/Division Heads
- ☐ Immediate Supervisor
- ☐ "Buddy"
- ☐ Coworkers/Team Members
- ☐ Other \_\_\_\_\_

## 4. What's What

- ☐ Department Organization/Chain of Command
- ☐ Function of Employee's Unit
- ☐ Flow of Work
- ☐ Employee's Job Duties/Responsibilities
- ☐ Job Performance Standards
- ☐ Supplies and Equipment (complete Inventory Checklist of Supplies/Equipment issued)
- ☐ Safekeeping of Equipment and Property
- ☐ Tour of Your Facility
- ☐ Other \_\_\_\_\_

## 5. Safety

- ☐ Department Regulations
- ☐ Accident Reporting
- ☐ First Aid
- ☐ Safety Equipment
- ☐ Other \_\_\_\_\_

## 6. Time Off

- ☐ Notification when Late, Sick, Injured
- ☐ Vacation Policy
- ☐ Sick Leave Policy
- ☐ Industrial Leave Policy
- ☐ Family Sick/Maternity/Emergency/Death Leave Policy
- ☐ Leave without Pay
- ☐ Other \_\_\_\_\_

## 7. Communications Policy

- ☐ Use of City Phones/Fax Machines/Copy Machines
- ☐ Use of E-Mail/Internet
- ☐ Cellular Phone Policy
- ☐ Other \_\_\_\_\_

## 8. Office Essentials

- ☐ Telephone Extension
- ☐ Business Cards
- ☐ Computer Access
- ☐ Access card
- ☐ Alarm code/password/training
- ☐ Other \_\_\_\_\_

## 9. Personals

- ☐ Attire/Appearance
- ☐ Smoking policy
- ☐ Other \_\_\_\_\_

## ☐ Attended Human Resources New Employee Orientation

## ☐ Breakfast with the City Manager and TLC New Employee Orientation (Full-day)

*Employees will be invited by letter within 3 months of hire date. Please contact Deborah at ext. 8620 with questions.*

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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## Inventory Checklist of Supplies/Equipment Issued

	Date Issued	Date Returned
Access Card (Request from Facility Maintenance)		
Badge		
Cellular Phone		
Gas Card		
Hard Hat		
ID Card		
Key(s)		
Laptop Computer		
Pager		
Parking Permit (sticker/hanger)		
Procurement Card		
Radio(s)		
Tools		
Weapons/Magazines		
Other		
Other		
Other		
Other		